

ARIZONA DEPARTMENT OF EDUCATION  
CHILD CARE STANDARDS FOR UNLICENSED FACILITIES

Each facility that requests approval according to the Child and Adult Care Food Program Child Care Standards must complete this form and ensure that EACH unlicensed facility/site is in conformance with these standards. Any deficiencies noted must be corrected within sixty (60) days. Corrective action must be documented.

Sponsoring Organization \_\_\_\_\_

C-T-D # \_\_\_\_\_

Total Number of Sites \_\_\_\_\_

Date \_\_\_\_\_

STAFF/CHILD RATIOS, Outside School Hours Care:

(a) 6 years up to 10 years – 1:15

(b) 10 years and above - 1:20

The ratios show the maximum numbers of children in each of the specified age groups that are permitted to be under the supervision of one caregiver. For example, fifteen (15) children, aged 6 years up to 10 years, are permitted to be under the care of one caregiver. For children 10 years and above, the standards allow a maximum of twenty (20) children to be under the supervision of one caregiver. When care is provided to children from both these age groups the following computation can be used to determine the minimum staffing requirements:

Age Range	# of Enrolled Children		Max # of children for 1 caregiver		Number of required caregivers
6 yrs through 9 yrs	25		15		1.67
10 yrs and older	30		20		1.50
All decimals in the total number less than .50 are rounded down, and all decimals greater than .50 are rounded up. <b>Total 3.17 = 3</b>					

PRESCHOOL RATIOS:

(a) 6 weeks up to 3 years – 1:4

(b) 3 years up to 6 years – 1:6

	YES	NO
1. Does the staff/child ratio meet standards at all sites?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the day care services available to all children without discrimination on the basis of race, color, national origin, gender or disability?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all facilities have current fire/safety and health/sanitation permits? (Within past 12 months) <b>ATTACH COPIES.</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do all facilities hold fire drills in accordance with fire and building safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is ventilation, temperature and lighting adequate at each site for children's safety and comfort?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the floors/walls at each site clean and maintained in a condition that is safe for children?	<input type="checkbox"/>	<input type="checkbox"/>
7. Considering the ages of the children and the size of the group, are space and the arrangement of the equipment adequate for:		
• Periods of play?	<input type="checkbox"/>	<input type="checkbox"/>
• Periods of rest? (arrangements for rest must be made for preschool-age children)	<input type="checkbox"/>	<input type="checkbox"/>
8. Are organized activities available at each site for children? Please describe:_____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
• Are there age appropriate games and materials available for the children in care?	<input type="checkbox"/>	<input type="checkbox"/>
Comments_____		
9. Are there adequate kitchen and restroom facilities at each site?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do facilities have procedures for referring families of children to appropriate local health and social service agencies? Describe procedures:_____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
11. Are there established procedures at each site ensuring prompt notification of the parent or guardian in the event of a child's injury or illness?	<input type="checkbox"/>	<input type="checkbox"/>

Describe procedures: \_\_\_\_\_  
\_\_\_\_\_

12. Is there an established procedure to ensure prompt medical treatment in case of emergency? ☐ ☐

Describe: \_\_\_\_\_  
\_\_\_\_\_

13. Is each child observed daily for signs of difficulties in social adjustment, illness, neglect, or abuse? ☐ ☐

Describe policies addressing issues: \_\_\_\_\_  
\_\_\_\_\_

14. Are first aid supplies available on the premises of each site? ☐ ☐

- Is at least one staff member currently qualified in first aid, including artificial respiration techniques? ☐ ☐

15. Do staff members undergo periodic health assessments? ☐ ☐

Describe: \_\_\_\_\_  
\_\_\_\_\_

16. Are health records, including records of medical examination and immunization maintained for each enrolled child? ☐ ☐

- Describe the types of orientation and ongoing training in child care that is provided: \_\_\_\_\_  
\_\_\_\_\_

17. Are parents provided with the opportunity to observe their children in care? ☐ ☐

Describe: \_\_\_\_\_  
\_\_\_\_\_

18. Does your organization have established procedures for periodic program evaluation based on CACFP Child Care Standards? ☐ ☐

\_\_\_\_\_

I certify that the information included on the CACFP Child Care Standards form is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Signature \_\_\_\_\_

Title \_\_\_\_\_